

**Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research
Notice of Availability of Grant Funds**



**State Fiscal Year 2023
Commonwealth Nonprofit Security Personnel
Grant Program**

**Charles D. Baker
Governor**

**Karyn E. Polito
Lieutenant Governor**

**Terrence M. Reidy
Secretary**

**Kevin J. Stanton
Executive Director**

SFY23 Commonwealth Nonprofit Security Personnel Grant Program
Notice of Availability of Grant Funds
Office of Grants and Research

December 21, 2022

Introduction

The Executive Office of Public Safety and Security's (EOPSS) Office of Grants and Research (OGR) will make available **\$150,000** in funding for a pilot security personnel program for **nonprofit 501 (c) (3) organizations**. **Eligible nonprofit organizations**, such as Faith-based/Spiritual/Religious, Educational, Medical/Health Care service providers, human services, and the like that have demonstrated to be at high risk for terrorist attacks or hate crimes, **can** competitively solicit one-time grant funding. Participating nonprofits shall contribute matching funds to such pilot program equal to \$1 for every \$1 contributed by the Commonwealth. This Availability of Grant Funds (AGF) will provide all the information needed to submit an application for consideration under the **SFY23 Commonwealth Nonprofit Security Personnel Grant Program (CNSPGP)**. Priority will be given to applicants demonstrating the greatest need **AND** proposing cost-effective solutions to hiring security personnel. Priority will also be given to nonprofit applicants who have **NOT** received a previous federal or state non-profit award from EOPSS/OGR and or have experienced threats and or incidents of terrorism or hate crimes known or believed to be related to their nonprofit organization's purposes, missions, or services.

Applicant Eligibility

Applicants may solicit up to **\$40,000** in funding under this competition.

Only one **(1)** application per nonprofit can be submitted for consideration of funding. Submitting more than one application will disqualify an applicant from this competitive process.

Applicants must contribute an actual dollar for dollar match (\$1 matched by the non-profit for every \$1 funded by grant). In kind services are not allowed in place of \$1 for \$1 match.

Note: The Internal Revenue Service (IRS) does not require certain organizations such as churches, mosques, and synagogues to apply for and receive a recognition of exemption under section 501(c)(3) of the IRC. Such organizations are automatically exempt if they meet the requirements of section 501(c)(3). These organizations are not required to provide evidence that they are nonprofit organizations (as described under section 501(c)(3) of the Internal Revenue Code of 1986 and exempt from tax under section 501(a) of such code). These organizations are not required to provide recognition of exemption. For organizations that the IRS requires to apply for and receive a recognition of exemption under 501(c)(3), the state may or may not require recognition of exemption, as long as the method chosen is applied consistently.

Massachusetts State Legislation

Per legislative language, funding shall be expended for a nonprofit security grant program to provide security personnel to nonprofit organizations that have demonstrated to be at high risk for terrorist attacks or hate crimes

as defined in <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleII/Chapter22c/Section32> (see below) of the General Laws. Provided further that the participating nonprofits shall contribute matching funds to such pilot program equal to \$1 for every \$1 contributed by the Commonwealth.

Hate Crime as defined in Section 32 of chapter 22C:

"Hate crime", any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender, gender identity or sexual orientation prejudice, or which otherwise deprives another person of his constitutional rights by threats, intimidation or coercion, or which seek to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation. Hate crime shall also include, but not be limited to, acts that constitute violations of sections thirty-seven and thirty-nine of chapter two hundred and sixty-five, section one hundred and twenty-seven A of chapter two hundred and sixty-six and chapter two hundred and seventy-two.

Important Highlights

AGF POSTED	December 21, 2022
Application Assistance Webinar (Optional)	January 9, 2023, 10:00 a.m. Registration link: Please register for SFY23 Commonwealth Nonprofit Security Personnel Grant Program Information Session on Jan 9, 2023 10:00 AM EST at: https://attendee.gotowebinar.com/register/3832996918414755422 After registering, you will receive a confirmation email containing information about joining the webinar.
Application Due Date	4:00 p.m. January 20, 2023
Award Notification (<i>anticipated</i>)	January, 2023
Performance Period (<i>anticipated</i>)*	January, 2023 – June 30, 2023

Purpose

This grant opportunity is designed for nonprofit organizations to address building security and the safety of attendees and staff by providing qualified and properly trained security personnel.

Our nonprofit organizations face extraordinary new challenges working to develop safe and secure environments. This Administration understands it is imperative that the Commonwealth continue to help these organizations with resources to further safeguard and protect them from acts of violence. Although it is impossible to prevent or stop every potential incident, we can do more to minimize acts of violence by providing the financial resources needed to better secure a nonprofit's premise(s) and building(s) and improve our response if such incidents occur.

For the purpose of this competitive grant opportunity, funding will be prioritized for proposals demonstrating greatest need and cost-effective solutions to address their building safety and

security shortfalls to enhance the safety of all in the event of an incident. Applicants should thoroughly provide supporting information showing their high risk for a terrorist attack or hate crime, including any previous instances where an attack or crime ‘took place.

Funding Allocation and Maximum Award Amounts

Due to demand and to disburse as much funding as possible throughout the Commonwealth, **maximum award amounts** will be capped at **\$40,000**.

Based on the number of applications received, demand for consideration of funding and applicant’s ability to prove need, to the extent possible, OGR will try and ensure that funds are disbursed amongst nonprofit organizations of various sizes and type. OGR will assemble a peer review panel to assist with disseminating funds in a fair and consistent manner.

Allowable Costs

Security Personnel - Funding can be used for qualified and trained security personnel specifically for prevention of and/or protection against the risk of a terrorist attack or hate crime.

In the Attachment A-Budget Narrative Summary, applicants must provide OGR with the hourly/daily rate, the number of personnel, and anticipated number of hours/days the personnel will work over the course of the period of performance. CNSPGP funds may not be used to purchase equipment for security personnel.

Costs for security provided by on-duty law enforcement personnel are not allowable funding expenses under this program.

Fund Disbursement

Funds will be disbursed at the time of contracting. Details about the disbursement process will be addressed in greater detail after award notifications are made. OGR reserves the right to amend this process if necessary.

Subgrantee Requirements

Subrecipients must abide by the grant requirements below as well as all OGR Subrecipient Grant Conditions to be provided at the time of contracting.

1. Grants Management

- Submission of satisfactory and timely quarterly progress reports and quarterly financial reports with all required back-up documentation, including the match.
- Cooperation during OGR monitoring endeavors, including site visits and desk reviews.
- Supplanting of funds is strictly prohibited. Funds for programs and services provided through this grant are intended to supplement, not supplant, other state or local funding sources.
- All costs paid with grant funds must be direct and specific to the execution of the funded program.
- No consultant or trainer may be paid more than \$650 for an eight-hour workday or \$81.25/hour without the prior written approval from OGR. Requests for a waiver of this requirement with documented justification must be made in writing at the time of application.

- Applicants must contribute an actual dollar for dollar match (\$1 matched by the non-profit for every \$1 funded by the grant). In kind services are not allowed in place of \$1 for \$1 match.

2. *Procurement*

- Subrecipients choosing to further subgrant to an implementing agency or an independent contractor, all, or any part of the amount of the award, shall include the provisions of the OGR standard subgrant conditions and enter into a written contract or memorandum of understanding (MOU) with the implementing agency or independent contractor. At a minimum, the contract or MOU must explicitly outline the expected deliverables, timeframes/hours, and rates. A copy of the contract or MOU must be submitted to OGR for the subrecipient grant folder once an award is made.
- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and non-profit entities and Operational Services Division (OSD) Purchasing Guide for state agencies. Local units of government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are consistent with M.G.L. Ch. 30B procedures.

3. *Other Requirements*

- In addition to the requirements set forth above, subrecipients will be required to agree to and abide by all state rules, regulations, and conditions pertaining to the receipt, administration, and management of grant funding.
- OGR subgrant conditions must be signed and dated at the time an award is made.

4. *Reporting Alleged Waste, Fraud and Abuse*

- It is the responsibility of the subrecipient to report alleged Fraud, Waste, or Abuse including any alleged violations, serious irregularities, sensitive issues or overt or covert acts involving the use of public funds in a manner not consistent with statutes, related laws and regulations, appropriate guidelines, or purposes of the grant. Reports may be made to the Offices of the Massachusetts Inspector General or State Auditor.

Office of the Inspector General
John W. McCormack State Office Bldg.
One Ashburton Pl, Room 1311
Boston, MA 02108
1 800-322-1323
MA_OIG@maoig.net

Office of the State Auditor
Massachusetts State House, Room
230
Boston, MA 02133
617-727-2075
Auditor@SAO.state.ma.us

Application Template Instructions

To provide OGR the best opportunity to fairly evaluate all requests for funding, applicants are strongly encouraged to be clear and concise in their proposals. Applicants should thoroughly provide supporting information proving they are at high risk for a terrorist attack or hate crime, such as previous instances where an attack or crime took place.

The Application Template (**Attachment A**) must be completed as outlined in this section. Applications emailed without a signature from the Chief Executive Officer/Board of Directors or Executive Director of the nonprofit organization seeking funding will not be reviewed for funding.

Section I. Applicant Information-Attachment A

The first page of Attachment A is the cover page of your application. This contains the contact information required to develop a contract, if approved for funding. The second page requires a brief project summary and an explanation of any prior experience with grant funding to enhance security and or address security gaps. The third page is a signature page wherein an organization representative attests to the accuracy of the application being submitted.

Section II. Narrative

The application narrative template located within **Attachment A** is comprised of four sections: Needs Assessment (includes background, history, and risk), Project Description, Implementation Plan/Timeline and Budget.

Needs Assessment (2-page limit)

At a minimum, the needs assessment should address the following:

- Provide a description of the nonprofit organization applying to benefit from this application. Include size, location, number of members, etc.
- Is the building or site an applying for grant funds for security personnel a historical or a significant institution within the community which may render the site as a target of a terrorist attack or hate crime? If so, explain why.
- Describe in detail the current nonprofit organization unmet safety and security needs. Include relevant statistical and/or anecdotal evidence whenever possible such as related incidences associated with hate crime acts or terrorist organizations (threats, incidents, graffiti, and other vandalism, surrounding community issues, etc.). Include incidences that involved law enforcement, property destruction and associated insurance claims, and the like. Also include and describe any incidences that may have happened to another organization within close proximity to your location.
- Describe your organization's susceptibility to destruction, incapacitation, or exploitation by a hate crime or terrorist attack.
- The sources or methods used for assessing the problem should also be described. For example, recommendations provided from a comprehensive emergency threat/risk assessment and response plan previously conducted.
- Further explain why such safety and security needs stated have not been previously met to justify grant funds are needed. For example, financial hardship, institutional approval, etc.
- Please describe any previous or existing roles in responding to or recovering from a hate crime or terrorist incident or state/federally declared emergency.
- Describe any negative effect, potential consequences, or impact against the applicant organization as a result of not having the items needed and any other relevant information that you can provide to prove need for these funds.

Helpful Hint: *This will likely be a very competitive process. The peer reviewers will prioritize funding for applicants that clearly explain, justify, and prove real need for all items being requested. Nonprofits may have great need but often fail to provide specific data and sufficient detail proving to the reviewers that need exists on behalf of the entity requesting the award.*

Project Description (2-page limit)

Applicants must thoroughly describe within **Attachment A** the services to be purchased and benefit of such. The following should be addressed when completing this section:

Clearly describe the proposed security personnel project to be implemented if funded. Include the purpose, how the services will be used, the hourly/daily rate, the number of personnel, and anticipated number of hours/days the personnel will work over the course of the period of performance.

- Do not assume that the reviewer knows or understands the real benefit to enhancing building security and improving climate.
- Describe any emergency response plan (if not done so already) that your organization has in place or has been developing and how these funds assist.
- Discuss how such personnel directly correlate to and address the needs assessment previously provided.
- Cite any procurement rules/regulations required in order to contract services as described. If known, include information as to the vendor that will be utilized for stated project and/or describe the process utilized to select vendor/contractor. Please remember, all services must be able to be completed by June 30, 2023.
- Describe the expected outcome for the nonprofit and community as a result of receiving a grant award.
- Include any other information that is important and may be relevant for reviewers when evaluating the request for funding, including a description of policies and practices that the applicant has in place or is implementing to identify potential threats and create or enhance a safe and supportive climate, in order to reduce instances of violence.
- If awarded, describe how you will assess if this award has improved overall security.

Implementation Plan, Timeline and Person Responsible (1 page limit)

Please discuss your execution plan for this award. This should include how you will ensure the effective implementation and oversight of the project, methods of procurement (if not previously mentioned), a timeline with key activities and milestones, and identification of key partnerships or stakeholders who will play a role in the implementation of this award.

Complete the Application Template Grid provided in **Attachment A** by identifying the necessary steps to be implemented over the project period for proposed services. Include the following:

- List of major tasks/activities to be conducted including a bidding process for contracts
- Anticipated date for receipt of services; and
- Person/Individual responsible for conducting/overseeing the stated task/activity.

Section III. Budget Narrative Summary and Budget Excel Worksheet

The **Budget Narrative Summary** (located within **Attachment A**) should outline the budget requested and provide the hourly/daily rate, the number of personnel, and anticipated number of hours/days the personnel will work over the course of the period of performance as described in this application. **Applicants** may submit a **budget** for *up to* 6 months of funding. All services requested must be procured and received within a 6-month project period in order to be considered for funding.

Applicants must also complete a **Budget Excel Worksheet** (refer to **Attachment B**). Please be sure to complete both (Excel tabs) the Roll-Up sheet and Detail worksheet and submit with your application response.

Allowable Budget Cost Categories for CNSPGP Applicants

- Contract/Consultant (Security Personnel)

Definitions of each budget cost category are provided.

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Consultants/ Contract Costs	<p>Consultant or Contractor fees. The maximum rate for consultants is \$650 for an eight-hour day or \$81.25 per hour. Any request for compensation over \$650 per day requires prior written approval by OGR. This rate is the exception not the rule.</p> <p>Funding can be used for qualified and trained security personnel specifically for prevention of and/or protection against the risk of a terrorist attack or hate crime.</p> <p>Costs for security provided by on-duty law enforcement personnel are not allowable funding expenses under this program.</p> <p>CNSPGP funds may not be used to purchase equipment for security personnel.</p>

Section IV. Application Submission and Award Process

Submission Process and Deadline

Please review the following instructions carefully as there are two ways in which an application can be submitted:

****This AGF and all other required documents can also be found on our website:***

<https://www.mass.gov/info-details/community-nonprofit-security-personnel-grant-program>

Electronic Submission

Please email the following documents, in the listed format, to: vicky.mboka-boyer@mass.gov **no later than 4:00pm on Friday, January 20, 2023.**

- Attachment A: Application
 - Entire Attachment A
 - Signature Page (page 3) – signed and scanned
- Attachment B: Budget Excel Workbook (in Excel format, not PDF)
- Applicant Information Form
- Application emails and documents must use the following file name convention:
SFY23 CNSPGP <Name of Organization>

Under no circumstances will late submittals or facsimiles be accepted.

Review Process and Scoring

This is a competitive grant and will be subject to a peer review process. Applications will be reviewed and scored based on the following criteria:

- Clear and adequate responses in Section I: **Application Template Information (10 points)**;
- A thorough explanation of **need**, including relevant local data to demonstrate need and correlation to the requested equipment/items to be purchased that will address the stated need **(25 points)**;
- A **program narrative** that clearly describes the benefits of security personnel to the nonprofit and community seeking funding **(25 points)**;
- An **implementation plan and timeline** that is feasible and ensures all services will be received and paid for within the anticipated grant period **(15 points)**; and
- A detailed, reasonable, and complete **budget (25 points)**.

Notification of Awards

All funding decisions are at the discretion of the Governor, Secretary of Public Safety and Security and Executive Director of OGR. It is anticipated that the CNSPGP Nonprofit awards will be announced in **January, 2023**.

EOPSS/OGR reserves the right to award additional proposals recommended for funding by the peer reviewers if additional funds become available after the initial awards are made.

Section V. Proposal Check List

Electronic Application Elements and Required Attachments:

- ☐ Completed Application (**Attachment A**) signed and dated by the Chief Executive Officer/Board of Directors/or Executive Director of the nonprofit organization.
- ☐ Budget Excel Worksheet (**Attachment B**) (**both** the **Roll Up and Detail Sheets** must be included in your application packet).

If you have any questions regarding this application, please email: Vicky.mboka-boyer.com@mass.gov